

**STILLWATER COUNTY**  
**Job Description**

**CLASS TITLE:**                   **Library Clerk**

**DEPARTMENT:**                   **Library**

**ACCOUNTABLE TO:**       **Library Director**

**PRIMARY OBJECTIVE OF POSITION:** Under general direction, performs professional and technical library services. Work varies requiring limited independent judgment within prescribed standards and procedures.

**JOB REQUIREMENTS**

- Physical requirements include walking, climbing stairs, reaching, standing, bending, stooping, climbing ladders, and lifting up to 50#s (greater with assistance).
- Duties are performed in surroundings where undesirable physical conditions are minor and controllable.
- Must be able to operate computers, software applications, and other office equipment.
- Must possess a valid Montana Operator's License.
- Must be available to work evenings and weekends.
- Excellent interpersonal skills: Substantial and frequent contact with fellow employees and the public where tact and diplomacy are necessary.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Greets and assists Library users in the circulation area employing effective customer service skills.
- Performs general circulation duties as appropriate: check-in, checkout, renewal of materials, and library card sign-up.
- Assists Patrons with locating library materials, reader's advisory, interlibrary loan, and new materials requests.
- Assists Patrons with the use of public access computers and electronic devices, such as computers, reading devices, tablets, and phones.
- Trains library users to search for information by following an appropriate inquiry process using books and /or electronics resources.
- Maintains and prepares daily and program/event statistics and reports.
- Performs front desk work and maintains other standard tasks such as shelving, filing, and maintenance of library appearance.
- Promotes the services of the library to more effectively meet present and future community needs.
- Prepares and processes new books, DVD's, CD's, and Audiobooks.
- Cleans and repairs books, DVD's, CD's, and Audiobooks.

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**CLASS TITLE: Library Clerk (continued)**

- Works with all Patrons of the Library, including children; promoting, planning, and developing programs and special events to encourage reading and to stimulate use of the library.
- Works with the Director in carrying out library policies and procedures.
- Attends regular staff meetings.
- Handles small amounts of funds.
- Performs all routine library functions and other duties as needed.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Generally, none; however, may supervise children during programs.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from High School, or its equivalent supplemented by course work in library science or secretarial skills helpful; PLUS
- Demonstrated work experience, preferably work in a library setting
- Shall obtain a Montana State Library Certification within three (3) years of employment and maintain such Certification throughout employment;

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Assists to ensure the library is run in an effective and efficient manner.
- Answers telephone and online inquiries.
- Works at the circulation desk when assigned and assists in responding to reference questions, photocopying, scanning, faxing, and other patron services.
- Maintains effective working relationships with fellow employees, the public, and other groups including daycares and schools.
- Opens and closes the library;

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**